

The following process will guide you through setting up your Documentum repository access:

1. Login to the NCID Site:

NCID Login Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address https://ncid.nc.gov/login/login.htm?MSG=CRED5_CLEARED

A Service Offering of the State of North Carolina Office of Information Technology Services

NORTH CAROLINA
a better place...

North Carolina Identity Management Service (NCID)

Login

Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#).

User ID:

Forgot your User ID?

Password:

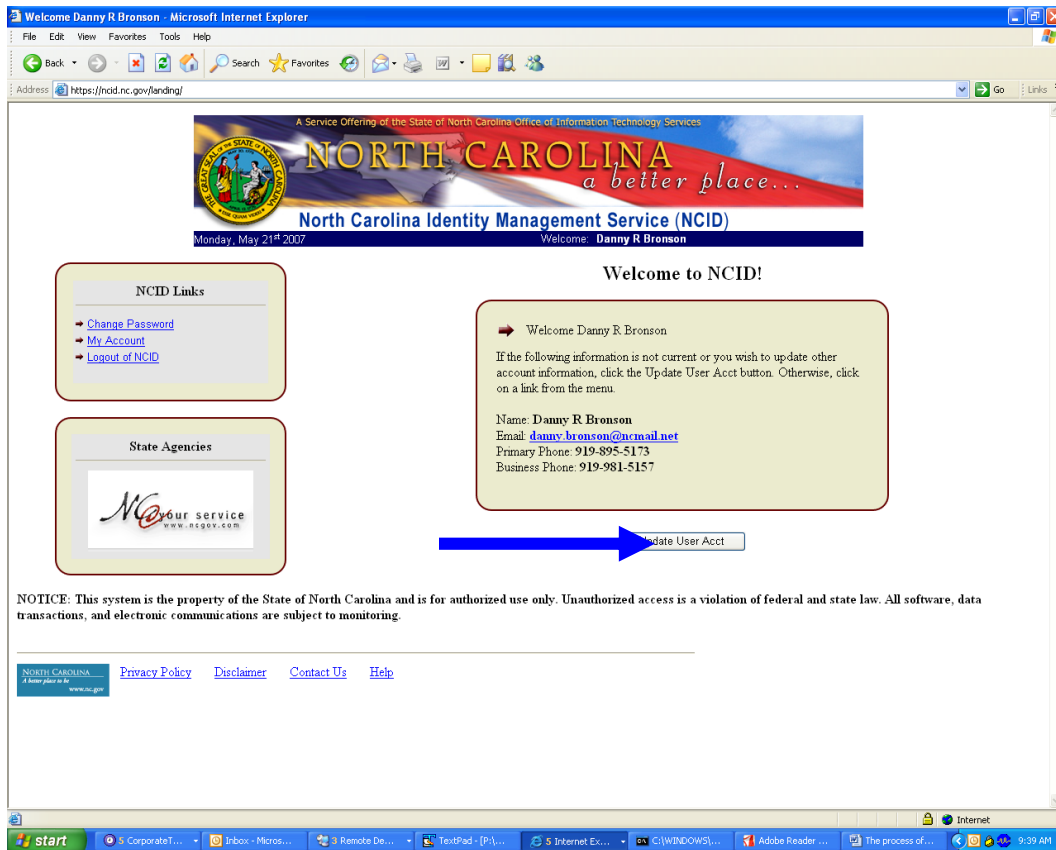
Forgot Your Password?

NOTICE: This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

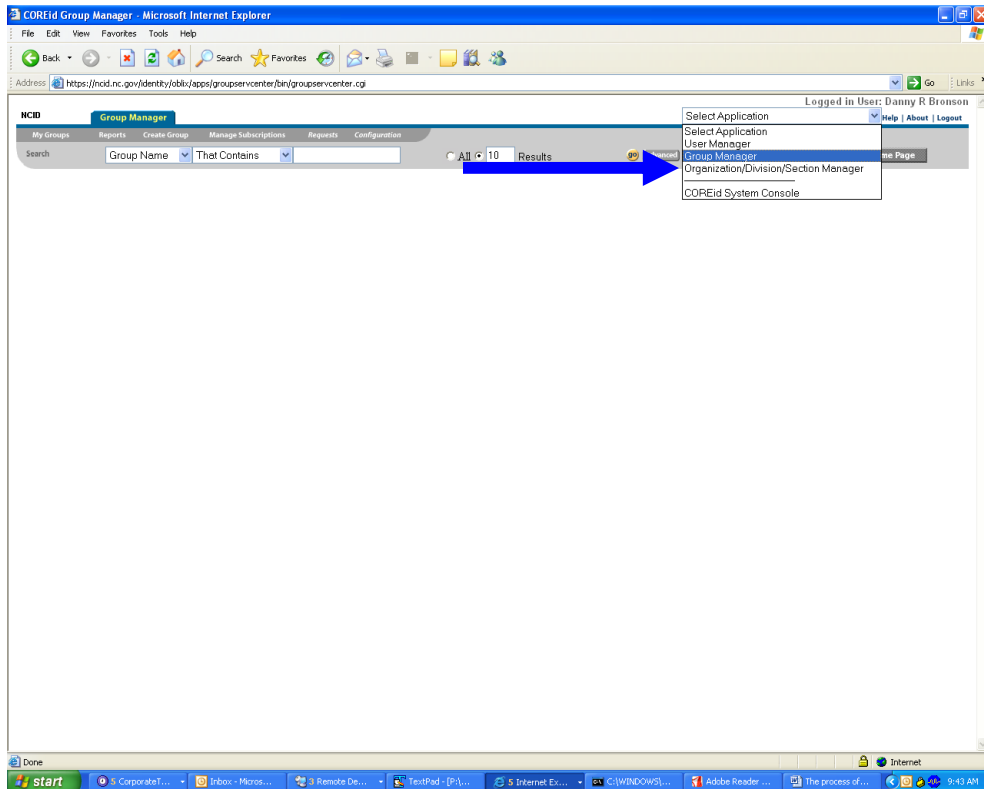
[Privacy Policy](#) [Disclaimer](#) [Contact Us](#)

start Corporate... Inbox - Micros... Remote De... TextPad - (P...) Internet Ex... C:\WINDOWS\... Adobe Reader... Drawing1 - Mic... 9:35 AM

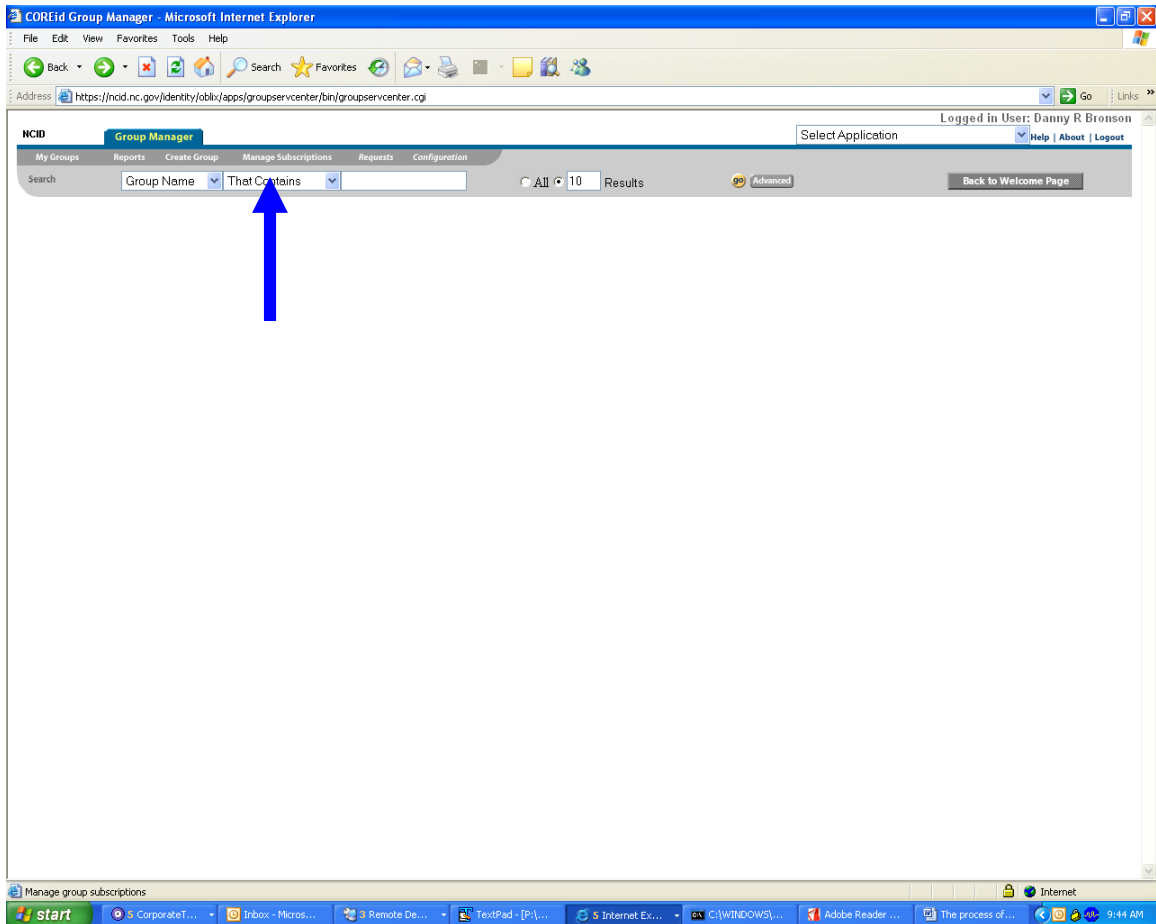
2. Click the "Update User Account" button.



3. Click on **"Group Manager"** under the **Select Application** dropdown box.



4. Click "**Manage Subscriptions**" to view and edit your current subscriptions.



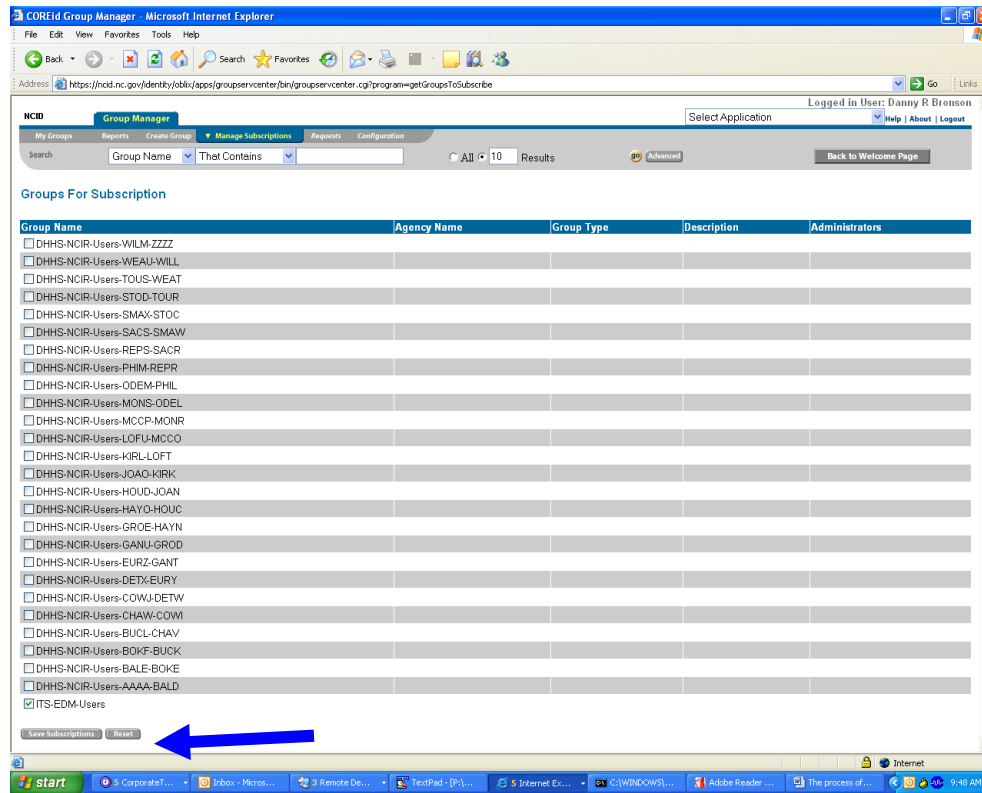
5. The following page appears. Check the box beside the group named ***ITS-EDM-Users***.

The screenshot shows the 'COREid Group Manager' interface in a Microsoft Internet Explorer browser. The address bar displays the URL: <https://ncid.nc.gov/identity/obkv/apps/groupservercenter/bin/groupservercenter.cgi?program=getGroupsToSubscribe>. The user is logged in as 'Danny R Bronson'. The 'Group Manager' tab is active, and the 'Manage Subscriptions' sub-tab is selected. A search filter is set to 'Group Name' and 'That Contains'. The results show a list of groups for subscription.

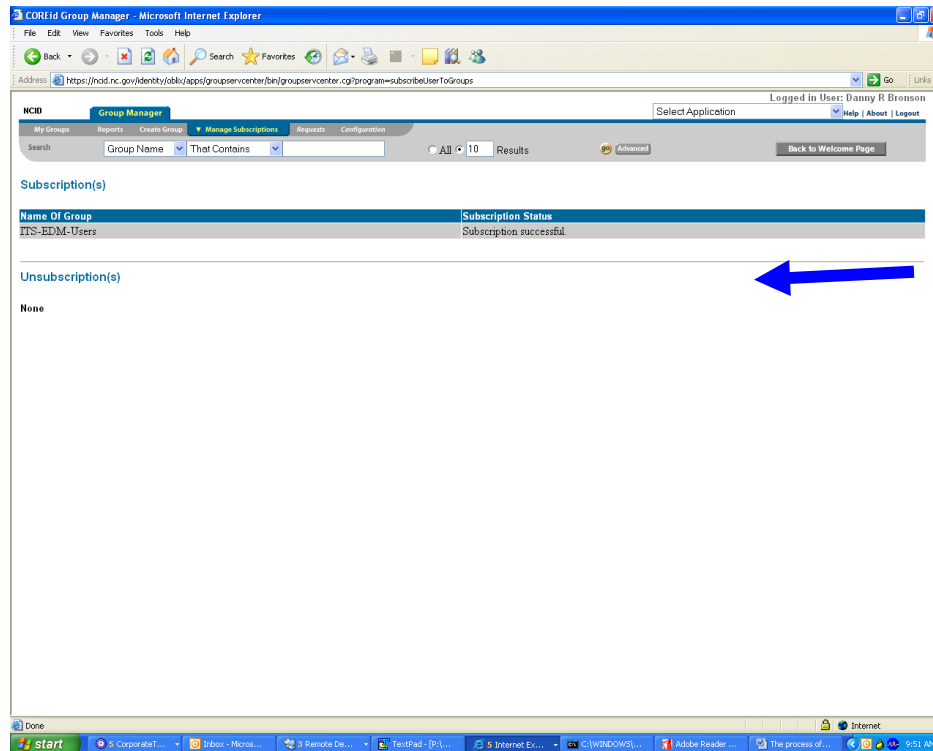
Group Name	Agency Name	Group Type	Description	Administrators
<input type="checkbox"/> DHHS-NCIR-Users-WILM-ZZZZ				
<input type="checkbox"/> DHHS-NCIR-Users-WEAU-WILL				
<input type="checkbox"/> DHHS-NCIR-Users-TOUS-WEAT				
<input type="checkbox"/> DHHS-NCIR-Users-STOD-TOUR				
<input type="checkbox"/> DHHS-NCIR-Users-SMAX-STOC				
<input type="checkbox"/> DHHS-NCIR-Users-SACS-SMAW				
<input type="checkbox"/> DHHS-NCIR-Users-REPS-SACR				
<input type="checkbox"/> DHHS-NCIR-Users-PHIM-REPR				
<input type="checkbox"/> DHHS-NCIR-Users-ODEM-PHIL				
<input type="checkbox"/> DHHS-NCIR-Users-MONS-ODEL				
<input type="checkbox"/> DHHS-NCIR-Users-MCCP-MONR				
<input type="checkbox"/> DHHS-NCIR-Users-LOFU-MCCO				
<input type="checkbox"/> DHHS-NCIR-Users-KIRL-LOFT				
<input type="checkbox"/> DHHS-NCIR-Users-JOAO-KIRK				
<input type="checkbox"/> DHHS-NCIR-Users-HOUD-JOAN				
<input type="checkbox"/> DHHS-NCIR-Users-HAYO-HOUC				
<input type="checkbox"/> DHHS-NCIR-Users-GROE-HAYN				
<input type="checkbox"/> DHHS-NCIR-Users-GANU-GROD				
<input type="checkbox"/> DHHS-NCIR-Users-EURZ-GANT				
<input type="checkbox"/> DHHS-NCIR-Users-DETX-EURY				
<input type="checkbox"/> DHHS-NCIR-Users-COWJ-DETW				
<input type="checkbox"/> DHHS-NCIR-Users-CHAW-COWI				
<input type="checkbox"/> DHHS-NCIR-Users-BUCL-CHAV				
<input type="checkbox"/> DHHS-NCIR-Users-BOKF-BUCK				
<input type="checkbox"/> DHHS-NCIR-Users-BALE-BOKE				
<input type="checkbox"/> DHHS-NCIR-Users-AA-BALD				
<input checked="" type="checkbox"/> ITS-EDM-Users				

At the bottom of the list, there are buttons for 'Save Subscriptions' and 'Reset'. A blue arrow points to the checkbox next to the group 'ITS-EDM-Users'.

6. Click the **"Save Subscriptions"** button.



7. You will see a message that says "**Subscription Successful**".



8. You can now logout of NCID.

9. You will receive an email from yourself with Subject: Subscribe to Group, with the following comment:

You have successfully registered into the EDM users group. Before you can access the EDM (Documentum) or PC (eRoom) applications, your local administrator must activate your account.

10. Go back to your email. Send an email to its.edm@ncmail.net. State your NCID login name and the organizational group you are in. Example: My NCID login is ljmarks and my organizational group is CPRM Service Desk. Linda J. Marks.
11. After you send the email, the EDM Administrator will activate your account. You will get an email with Subject: EDM Account Activated, which contains the URL for Documentum and some further instructions. You can now use your NCID login and password to access Documentum.